



Date: December 30, 2003
To: Valued Customer
From: Prison Industry Authority • 560 East Natoma Street • Folsom, California 95630-2200
Subject: **STATE PROCUREMENT PROCESS CHANGES**

The Department of General Services Procurement Division (DGS-PD) and the Prison Industry Authority (PIA) have been working together to simplify certain aspects of the current procurement process. In the past, PIA prices have been provided through DGS State Price Schedules (SPS); PIA will now begin providing these prices.

As part of this effort, effective January 1, 2004 certain State Price Schedules for PIA products will no longer be in effect. Instead of PIA prices being provided through the authority of DGS's State Price Schedules, PIA will provide pricing through the PIA price list dated July 1, 2003. The PIA price list will replace the State Price Schedules on the attached list.

The SPS number will no longer be required in the Leveraged Procurement Agreement No. block on the current STD. 65. In place of the SPS number, enter "PIA". Please refer to the attached ordering instructions.

All State departments and California State Universities are still required to purchase from PIA as mandated by the Penal Code, Section 2807 (b).

Please note that the State Price Schedules for food products, prescription safety eyeglasses and prescription ophthalmic eyewear will remain in place and will be in effect through June 30, 2004.

If you have any question for DGS-PD, please contact Jeff Jones at (916) 375-4434. For questions pertaining to PIA, please contact Customer Services at (916) 358-2727.


RITA MOLLICA
Assistant General Manager
Marketing Division
Prison Industry Authority


JANICE KING
Assistant Deputy Director
Procurement Division
Department of General Services

Attachments (2)

STATE PRICE SCHEDULES NO LONGER VALID

SPS No.	Commodity	SPS New Expiration Date	PIA Price List Effective Dates
2-03-05-04	Wood /Metal Furniture &Freestanding Screens	12/31/03	7/1/03-6/30/05
2-03-05-05	Detention Furniture	12/31/03	7/1/03-6/30/05
2-03-05-07	Cleaning Products	12/31/03	7/1/03-6/30/05
2-03-73-07	Food Equipment	12/31/03	7/1/03-6/30/05
2-03-75-10	Binders & Bindery Products	12/31/03	7/1/03-6/30/05
2-03-84-02	Boots and Shoes	12/31/03	7/1/03-6/30/05
2-03-84-01	Clothing, Bedding, Mattresses & Miscellaneous Textile Products	12/31/03	7/1/03-6/30/05
2-03-83-01	Flags	12/31/03	7/1/03-6/30/05
2-03-83-02	Signs	12/31/03	7/1/03-6/30/05

STATE PRICE SCHEDULES STILL VALID

SPS No.	Commodity	SPS Expiration Date
2-03-89-01	Dairy Products	06/30/04
2-02-89-03	Almonds	06/30/04
2-03-89-27	Bread	06/30/04
2-03-89-28	Coffee	06/30/04
2-03-89-30	Fresh Eggs	06/30/04
2-03-89-31	Meat, Fresh and Processed	06/30/04
2-03-89-32	Chicken, Portions and Pieces	06/30/04
2-03-89-33	Processed Egg Products	06/30/04
2-03-65-01	Prescription Safety Eyeglasses	06/30/04
2-03-65-02	Prescription Ophthalmic Eyewear	06/30/04

Instructions for Using PIA Price Lists

STATE AGENCY ORDERING PROCEDURES:

Orders placed for the commodity or services contained on this price list must utilize the Purchasing Authority Purchase Order Form, Std. 65 (Std 65). Orders less than \$5,000.00 where departments choose to make payment via the CAL-Card are exempt from using the Std. 65. All orders \$5,000.00 and greater must utilize a Std. 65 whether or not payment will be made via CAL-Card.

All orders must be executed under the purchasing authority granted to the department by the Department of General Services, Procurement Division, Purchasing Authority Management Section. Department delegated purchasing authority limits do not apply when purchasing from PIA. The department's purchasing authority number must be placed in the box titled "Purchasing Authority Number" on the Std. 65. The department may enter "PIA" in the box titled "Leveraged Procurement Agreement Number" on the Std. 65 or the box may be left blank. The Std. 65 must detail the catalog item number, description, unit price and extended dollar amount. Calculate the total amount of the order by adding together the extended dollar amount for all line items, place the grand total in the Total Amount box, and issue the Std. 65 to:

Prison Industry Authority
Attn: Customer Service
560 East Natoma Street
Folsom, CA 95630-2200
(916) 358-2727
Calnet 434-2727
FAX: (916) 358-2660

Note: 1. Do not include Sales, Use or Federal Excise taxes as they do not apply.
2. There is no minimum order.
3. There is no maximum order.
4. Payment terms are "Net 45 days" or Controller Transfer.
5. Contact PIA, Customer Services for FOB point and delivery due dates.

Submit a copy of each Std. 65 to the Department of General Services, Procurement Division, Business Management Section, Data Entry Unit – Second Floor, P.O. Box 989052, West Sacramento, CA 95798-9052.

Do not submit a copy of the Std. 65 to Prison Industry Authority if payment is to be made via CAL-Card.

PRICES: See price list

Department refers to any entity of the executive branch of California government including but not limited to agency, department, board, commission, office, association, or institution.